

COUNTY OF SAN BERNARDINO  
DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING

2006-2007 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

**- PUBLIC SERVICE PROGRAM PROPOSAL -**

Public service programs involve the use of CDBG funds to pay the non-construction costs of providing new or expanded services such as: graffiti removal, social services, transportation services (in support of qualified social services); employment, housing, legal, health and education services; and blight abatement. Please note that federal regulations limit the use of CDBG funds for public services to 15 percent of the County's grant.

**Important:** The U.S. Department of Housing and Urban Development (HUD) notified the County that the costs associated with subrecipient oversight of small grants far exceed the actual grant award. HUD recommended that the County increase the minimum grant awards in order to justify the administrative burden. Consequently, CDH strongly encourages CDBG awards of \$5,000 or more per city or unincorporated community to be served, and will use this grant minimum in making its recommendations for approved projects. See page 5 of 6 for more details.

Carefully read through the instructions and proposal forms. Answer all questions, which are applicable to your project, as specifically and completely as possible. If more space is needed, attach separate sheets.

TYPE OR PRINT

**A. APPLICANT INFORMATION**

- 1) Name of Applicant Organization: \_\_\_\_\_  
\_\_\_\_\_
- 2) Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_
- 3) Contact Person: \_\_\_\_\_
- 4) Title: \_\_\_\_\_
- 5) Phone: \_\_\_\_\_ FAX: \_\_\_\_\_
- 6) E-mail Address: \_\_\_\_\_

**B. PROJECT DESCRIPTION**

- 1) Using 25 words or less, provide a concise description of the proposed program. **This 25-word description is required in order for this application to be considered complete.** Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on Attachment A, page 6 of 6.

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2006-07 PUBLIC SERVICE PROGRAM PROPOSAL

**C. PROJECT CHARACTERISTICS**

- 1) Street address and nearest cross streets of the site or office where the program will be carried out:
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- 2) Legal property owner: \_\_\_\_\_
- 3) Local zoning restrictions that would affect the program: \_\_\_\_\_
- 
- 4) Conditional use permit required? Yes      No
- If yes, attach a copy of the permit. If no, explain why. \_\_\_\_\_
- 
- 5) Describe of the community need(s) addressed by this proposal: \_\_\_\_\_
- 
- 
- 6) Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):
- 
- 
- 7) Estimated number of people to be served: \_\_\_\_\_
- 8) The proposed Community Service would be provided to: (Please click the one which most applies)
- |   |                      |
|---|----------------------|
| Low-and moderate-income persons or households | Battered spouses     |
| Abused children                               | Homeless persons     |
| Handicapped persons                           | Migrant farm workers |
| Illiterate persons                            | Elderly persons      |
- 9) Corporate name and non-profit corporation status of the non-profit organization proposed to receive CDBG funds or CDBG funded assets, in order to provide the proposed service (CDBG subrecipients must be incorporated public or private non-profit organizations):
- 
- 
- 10) Federal I.D. Number or Social Security Number of the non-profit organization:
- 
- 11) Is this a "faith-based" organization? \*Yes      or No

\*Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

**D. PERFORMANCE OUTCOME MEASUREMENT**

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more box under the following program performance categories, that apply to your proposal.

1) Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low- and moderate-income people, including persons with disabilities.

- Enhances the Living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity Through New/Improved Accessibility

2) Affordability

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- Enhances the Living Environment through New/Improved Affordability
- Creates Decent Housing with New/Improved Affordability
- Promotes Economic Opportunity Through New/Improved Affordability

3) Promoting Livable or Viable Communities

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the Living Environment through New/Improved Sustainability
- Creates Decent Housing with New/Improved Sustainability
- Promotes Economic Opportunity Through New/Improved Sustainability

4) Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

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2006-07 PUBLIC SERVICE PROGRAM PROPOSAL

**E. PROJECT BUDGET**

	<u>County CDBG Share</u>	<u>Other Sources</u>
Personnel		
Equipment		
Consultant Services		
Space Rent		
Audits		
Other		
Total Costs		
Grand Total (CDBG + Other)		

Estimator (name and title): \_\_\_\_\_

**F. AMOUNT OF CDBG FUNDS REQUESTED**

- 1) Amount of CDBG funds requested in this application:

**(Equals Total County CDBG Share, Above)**

- 2) Additional funds to be provided by Other Source(s) for this project. The date that the Other Source(s) of funds have been or will be awarded and available, must be stated below:

Source(s): \_\_\_\_\_

Award Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_

Award Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_

Award Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

**Total (Should Equal Section E "Other Sources")**

- 3) Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant agency. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability and Automobile Liability, and Professional Liability will be required before CDBG funds can be made available to approved projects.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2006-07 PUBLIC SERVICE PROGRAM PROPOSAL

## **G. BENEFIT AREAS**

This section requires a break down of the requested CDBG funds according to the geographic area to be covered by the proposed public service. Only enter amounts for communities where you intend to provide primary service. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one areas. ***Each requested amount must be \$5,000 or greater and must be sufficient to provide the service within the identified city or unincorporated region.***

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed service would include one or more of the following cities. If the service would provide predominate or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed service to each applicable city. Sub-total your entries below.

<u>Amount Requested</u>	<u>Amount Requested</u>
Adelanto	Montclair
Barstow	Needles
Big Bear Lake	Redlands
Colton	Twentynine Palms
Grand Terrace	Yucaipa
Highland	Town of Yucca Valley
Loma Linda	

**Funds Benefiting Cooperating Cities:**

**Sub-total**

- 2) **Unincorporated Regions:** The following regions contain unincorporated areas covered by the County CDBG program. Please determine if the primary service area for your proposed project includes one or more of the following unincorporated areas. Check off the applicable community or communities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable unincorporated area. Sub-total your entries below.

Amount Requested

- ☐ Searles Valley and vicinity (in the First District)
- ☐ Hinkley/Lenwood ☐ Newberry Springs ☐ Baker / vicinity (in the First District)
- ☐ Wonder Valley ☐ Colorado River areas (in the First District)
- ☐ Oro Grande ☐ other unincorporated Victor Valley areas (in the First District)
- ☐ Phelan/Pinon Hills ☐ El Mirage ☐ Wrightwood / vicinity (in the First District)
- ☐ Lucerne Valley and vicinity (in the First District)
- ☐ Crestline/Cedarpines Park (in the Second District)
- ☐ West Fontana ☐ Lytle Creek ☐ Devore (in the Second District)
- ☐ Johnson Valley ☐ Landers ☐ Morongo Valley / vicinity (in the Third District)
- ☐ Joshua Tree and areas to the north and east (in the Third District)
- ☐ Lake Arrowhead ☐ Running Springs ☐ Big Bear Valley (in the Third District)
- ☐ Bryn Mawr ☐ Del Rosa ☐ Mentone (in the Third District)
- ☐ South Montclair ☐ Northwest Chino (in the Fourth District)
- ☐ Muscoy ☐ North Norton ☐ Bloomington (in the Fifth District)
- ☐ Arrowhead Suburban Farms (in the Fifth District)
- Other, Please specify

**Funds Benefiting Unincorporated Regions:**

**Sub-total**

- 3) **Total Funds:** The total amount of CDBG funds requested in Section G, (Cooperating Cities + Unincorporated Regions). **This amount must equal the amount of CDBG funds requested in this application on Line 1 in Section F.**

**Total Funds (or countywide amount) Requested**

**DETAILED PROJECT DESCRIPTION**

(Continuation of Section B, Project Description, Page 1 of 6)

Within the space provided on this page, provide detailed information needed to fully describe the proposed public service, its purpose and its beneficiaries. Please attach applicable maps, plans and brochures.

PLEASE SUBMIT ONE PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO: County of San Bernardino, Department of Community Development and Housing, 290 North "D" Street, Sixth Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0959. FAX (909) 388-0929.

This application form can be accessed in PDF form on CDH's Web Page at:  
<http://www.sbcounty.gov/ecd/community/CDBGProjPropAppPkg.htm>

comdev/consolidated plan/2006-2007/CDBG Application text/  
10/05/05/mh